



Department of Accounts Charge Card Bulletin

March 28, 2006

Bulletin 2006-04

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Charge Card Administration

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CAPP Topic 20355

CAPP Topic 20355, Purchasing Charge Card, was released Friday, March 24th. Please access the updated CAPP Topic from the Charge Card Administration web page or DOA's home page. Most of the changes are related to the conversion from American Express to GE MasterCard.

Due Dates for Travel Cards

A schedule of cycle close and payment due dates for the Agency Travel Cards (Airline charges only which the Agency pays the bill each month) has been posted to DOA's web site. Please ensure the fiscal office at your agency is provided with this information to enable timely payments to GE.

Policy Exceptions for FY07

Requests for exceptions to policy as defined in CAPP Topic 20355, Purchasing Cards, or CAPP Topic 20336, Agency Travel Processing, for the July 1, 2006 through June 30, 2007 period should be submitted by May 31, 2006. Prior year exceptions must be renewed as well.

The request must be made in writing (email is acceptable) with the following information:

- Policy requiring exception
- Reference to the section and page number of the CAPP Topic stating the policy
- Frequency/length of time the exception is needed
- Charge volume affected by the exception
- Cardholders who would need the exception (specific names, department or entire agency)
- Description of internal controls in place to provide sufficient safeguarding and proper usage of the card.

DOA will review each request and respond accordingly. Submissions are required **no later than May 31st**. This is an *annual* requirement with an effective date of July 1st of each year.

Crucial Dates

April 5th

Monthly SAM Refresher Training

April 12th

Monthly PA Call

May 24th – May 25th

VCCS Spring Conference at the Hotel Roanoke

Sept 10th – Sept 13th

GE Annual User's Conference in Dana Point California

1st Week of October

DOA and GE training across the State

November 12th through 15th

DGS/DPS Public Procurement Forum at the Hotel Roanoke

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368

Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232

DOA Contact Information

Email: CCA@doa.virginia.gov

Phone: 804-371-4350

Fax: 804-786-9201

1099 Data Enhancements

DOA and GE are working on enhancing the 1099 data in SAM to further assist agencies in reporting 1099 vendors each year. More detailed information regarding these enhancements will be provided in future bulletins. Described below is an recapitulation of the methodology which will be used:

The IRS published a bulletin (2004-31 dated August 2, 2004) which identifies Merchant Category Codes (MCC) that are 1099 reportable. Using the MCC codes on each transaction stored in SAM, the classification of 1099 Reportable merchants and amounts will be facilitated. Using the Administration - Merchant menu option, identification of the reporting status of the merchant can be viewed. Agencies will also be able to run a query to show all 1099 activity for the calendar year. This query will be developed by DOA and saved as a public query, the name of which will be communicated in a future Charge Card Bulletin. As the IRS updates the listing, DOA will update the SAM database accordingly.

Adding folders in SAM

Agencies can establish subfolders under the main folder (PCard or Travel) in SAM to distinguish different departments or areas. This may be desired to facilitate unique reporting requirements. When establishing subfolders, a specific naming convention should be maintained. Each must begin with the agency or locality number followed by the agency of locality abbreviation. For example:

Agency 151 Department of Accounts wants to add a folder for Administration. The folder would be set up as:

151-DOA-Administration

King William County wants to add a folder for Board of Supervisors. The folder would be set up as:

PS-037-Board of Supervisors

DOA will be monitoring any new folders to ensure they are set up according to the specifications above. If you have any questions on how to set up a folder, feel free to contact DOA at cca@doa.virginia.gov.

Amounts Due Amex: Corporate Cards

Numerous American Express Corporate Cards accounts still have balances remaining to be paid. The individuals associated with these cards are in jeopardy of having a liability placed on their credit reports. Those agencies affected will be notified by DOA with the name of the cardholder and the amounts due. Any cardholder refusing to make payment in full and in possession of a GE Travel Card should have the card privileges revoked.